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OGC HAS REVIEWED.

3 July 1946

MEMORANDUM

TO: Files

FROM: Lawrence R. Houston

SUBJECT: NIA Directive on Relations with State
Department Foreign Service

The procedure for putting into effect an NIA Directive desired by CIG is substantially as follows:

1. Background documents are prepared setting forth the arguments showing necessity for the requested directive;

2. A draft of the proposed directive is prepared;

3. The background documents may become Exhibits A, B, etc., to the draft or an explanation of the draft may be prepared and the background documents are attached as exhibits to the explanation;

4. The matter is placed before the Director and the Intelligence Advisory Board. The Board consists of AC of S G-2, AC of S A-2, Chief ONI, Dr. Langer, State Department Special Assistant for Research and Intelligence, and, where appropriate, the members of other Government departments;

5. If the proposed draft is unanimously approved by the Board, the Director prepares a report to the NIA which is in effect a letter of transmittal stating the concurrence of the Board. In routine matters such a report would almost automatically assure approval of the directive.

In obtaining a directive which will establish basic relationships between SSU or its operating successor and State in the field, it is suggested that the draft of

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the directive should be brief even though it must accordingly be general. An explanation should be prepared which gives in detail the specific points desired. To support the explanation and the directive, there should be at least three appendices:

1. Should give the recent and current status of State designations of SSU personnel;

2. Should show how State and SSU have serviced and complemented each other in all fields including communications, personnel, supplies, security, etc., and point out that SSU or its successor could continue to give State a substantial return for adequate designations;

3. Should be a short recital of the British system of coordination between intelligence and the Foreign Office, and the advantages thereby obtained.

The completed draft explanation and exhibits would be submitted by the Director, SSU, to the Director, CIG, for reference to the Intelligence Advisory Board.

LAWRENCE R. HOUSTON

LRH/ml1

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